



Request for Information (RFI) 17810

**Custom Web Application and Native App for Highway & Bridge Construction
Specifications**

IOWA DEPARTMENT OF TRANSPORTATION
Office of Finance, Purchasing Section

Information must be received no later than

December 19, 2016

1 p.m. Central Time

For information about the notice
Interested persons shall contact only:

Jean Gustafson
800 Lincoln Way
Ames, Iowa 50010
Phone: 515-239-1173
Fax: 515-239-1538
E-mail: jean.gustafson@iowadot.us

Section 1.0 Purpose

1.1 Purpose for the RFI

The intended purpose of the Request for Information (RFI) is to allow interested vendors an opportunity to present information of availability of products or services that meet the specification outlined below. The information provided by vendors will be used to identify existing or potential solutions that best fit Iowa DOT.

The Iowa DOT encourages Respondents who may only have experience in particular segments of the products or services described herein to help provide a full picture of the products and services available.

This is not a request for proposal (RFP) where *bidders* respond with a specific solution to Iowa DOT specifications. An RFP process is a separate process with further defined requirements.

If cost is requested in an RFI, it will be for budget purposes only.

1.2 Relevant Dates

Issuance of RFI – November 17, 2016

Submittal of questions by vendors (no later than) – December 1, 2016

Iowa DOT responses to vendor questions deadline (no later than) – December 12, 2016

RFI response by vendor deadline – December 19, 2016

1.3 Overview

The Iowa DOT is seeking information on building a custom web application that will house content currently being presented within the Electronic Reference Library (ERL) and allow for management and posting of the files. The content on ERL is updated bi-annually and is used by internal and external customers. Once the content is within the web application, the goal is to provide ERL to the customers through a web portal. The content will need to allow for cross-referencing of documents by hyperlinks, and provide a variety of features, useful to the customers, as noted in Section 4.0.

The Iowa DOT currently has the ERL, which can be found at the following URL:

<http://www.iowadot.gov/erl/index.html>. The ERL contains a variety of specifications, manuals, drawings, and documents that are cross-referenced by hyperlinks. This is an important feature that will also need to be provided within the web portal. ERL is also provided in a downloadable format and on a CD, allowing for customers without internet connectivity to still access the content. The Iowa DOT will no longer print any of the content on ERL, so it will need to be available in a printable format.

In addition to ERL being available online, the Iowa DOT will need to have it available in an offline format, such as a native app (for use by mobile devices (tablets and smart phones)). Having ERL available in a native app will allow customers without internet connectivity to access ERL and allow the Iowa DOT to cease burning CDs. There are currently 3533 total CDs being distributed every six months.

Section 2.0 Acronyms

Iowa DOT	Iowa Department of Transportation
IT	Information Technology
RFI	Request for Information
ERL	Electronic Reference Library
CMS	Content Management System
OS	Operating Systems
CAD	Computer Aided Design

Section 3.0 RFI Responses

3.1 Response

Vendors are requested to submit a response to this RFI as described herein.

Responses to this RFI may qualify Vendors to participate in any formal Request for Proposal (RFP) process if the Iowa DOT issues a bid opportunity for this request.

3.2 Submittal instructions

Vendors shall submit responses to the following information in order.

- **All RFI's shall be submitted electronically.**
- A signed transmittal letter on the Vendor's letterhead shall be in the electronic document including all company and contact information.
- Vendors are requested to submit general price ranges with their cost information, where applicable, to be used for reference only. No formal quotations shall be received or awarded in the RFI process.

No awarded contract shall be issued from the RFI process. Submitting a response to this RFI is optional. Submitted RFIs shall in no way bind the Iowa DOT or any other agency to any purchase for any reason. The RFI is for information gathering purposes only. All information provided by Vendors shall be at no cost and without obligation to the Iowa DOT.

Vendor's response should clearly define how the solution will support the Iowa DOT's needs.

3.3 Questions and Requests for Clarification

Vendors interested in responding to this RFI may submit questions or requests for clarification. All questions or requests must be submitted by E-mail to jean.gustafson@iowadot.us listed on the RFI cover page.

The Iowa DOT will respond to the vendor questions as timely and as appropriately as possible and in accordance to the outlined timeline in Section 1.2

3.4 Review of RFI responses

RFI responses will be reviewed by the requesting Iowa DOT business unit and Purchasing Section. Review of submitted responses to the RFI will assist in the potential bid opportunity to procure the goods and/or services sought by the agency.

3.5 Copyright

By submitting a response, the Vendor agrees that the Iowa DOT may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The Vendor represents that such copying will not violate any copyrights in the materials submitted.

3.6 RFI ownership

Once received, submitted Vendor responses become the property of the State of Iowa.

3.7 Vendor Responsibilities

Vendors shall submit information for explanation of solutions and demonstration of solutions to the Iowa DOT.

Section 4.0 Specifications

Background and business benefits:

1. Provide an overview of your custom web application, web portal, and native app solution(s).
2. How would your custom web application, web portal, and native app solution(s) benefit the Iowa DOT?
3. What are the pros and cons of housing ERL on a web portal, and native app?
4. What training and resources do you have available for the solution(s)?
5. Does your solution(s) allow the Iowa DOT to own and maintain the solution(s) upon completion?
6. If your solution includes the use of a web content management system, it must be DotNetNuke (DNN).

Specific Technical Questions

1. Of what components does your solution(s) consist?
 - a. Software, licensing, hardware
 - b. Cloud-based or Department-hosted
 - c. Various OS
2. Can you provide the following features for ERL?
 - a. Printable format- Providing a printable format, in the event a book needs to be published/derived from data in web portal. Allow users to select the documents he/she wants to print from a list.
 - b. Hyperlinks for cross-referencing content across entire data stored in ERL
 - c. Version-control with effective dates for releasing of information
 - d. Inclusion of Microstation and CAD files

- e. Highlight, flag, annotate, and bookmark functions accessible through optional user's profile.
 - * All data should be available with or without a saved profile.
 - f. Downloading parts of ERL vs. entire ERL
 - g. Administrative accessibility for internal and external administrators with varying levels of permissions per User
 - h. Search functions- Providing search capabilities across all content or selected manuals by keyword, full-text, phrase, Boolean, wild card, and proximity searches. The search results can be exported to multiple electronic formats, such as PDF, Excel, CSV, etc.
 - i. Authentication- Providing varying levels of administrative permissions for multiple contributors.
 - j. Reduce manual entries by staff support
 - k. Ability to view web portal offline
 - l. Archiving content from previous release dates & accessible on web portal and prevents any unauthorized alteration of content
 - m. Track- author, date, and time modified for content. Identify who made the last change, date content was last updated, and date of release/deployment.
 - n. Store/edit – ability to store/edit working content with complete revision history
3. How is data security handled?
- a. Ability to apply security to users based on user groups
 - b. Control access to data by agency, department, administrators
 - c. Allow for password encryption
 - d. Allows for locking-out users after unsuccessful login attempts
4. How does your solution(s) work when updates and technological advancements arise?
- a. How will the user receive update notifications when new content is released to the subscriber?
5. What are some expected timeframes for a solution to be up-and-running?
- a. Functional as test environment only?
 - b. Production environment implementation?
6. Workflow with participating contributors
- It is our desire that the solution(s) for ERL includes a staging element, so that other offices that contribute content can work-up, edit, and finalize the content before being released. The majority of the content is currently being stored on a server, in MS Word doc.-types and then converted to PDFs or web/html documents. It would be our desire that content can be created within the proposed solution for review, editing, etc.

Vendor Resources

1. Do you have case studies of implementations at similar types of governmental agencies?
2. Is a test environment or demo site available for viewing your solution(s)?
3. Would you be willing to do a demonstration on your solution, if requested?
4. Provide the fees for ongoing support and maintenance for this project.